

RwandAir Ltd is the flag carrier airline of Rwanda. It operates domestic and international services to East Africa, Central Africa, West Africa, Southern Africa, Europe and the Middle East from its main base at Kigali International Airport. Our mission is to provide unsurpassed, safe, and reliable services in air transportation, including strategically linking Rwanda with the outside world while ensuring a fair return on investment. As part of the expansion strategy, we are looking for interested, qualified, and competent candidates to fill the following position:

Job Title: HR Business Intelligence Analyst
Reports to: Senior Manager, HR Systems & Services
Department: HR & Administration
Location: Kigali International Airport

Job Purpose

Serve as the subject matter expert in HR analytics and automation, championing a data-driven culture across the organization. This role transforms complex workforce data into actionable insights that inform strategic HR and business decisions, drive operational excellence, and enhance employee experience. By leading the design and implementation of advanced analytics, predictive models, and automation solutions, the role empowers HR and business leaders to make evidence-based decisions, fosters analytics capability across teams, and ensures the organization remains at the forefront of people analytics innovation.

1. Key Duties and Responsibilities:

a) Operational

- Design, develop, and maintain HR dashboards and reports using business intelligence tools, providing real-time insights on workforce metrics, trends, and performance indicators.
- Build and maintain robust data models, dashboards, and reporting frameworks that enable self-service analytics and democratize access to workforce insights.
- Design and implement predictive analytics models for workforce planning, including turnover prediction, succession planning readiness, talent pipeline analytics, attrition risk analysis, performance prediction, and recruitment forecasting.
- Conduct advanced statistical analysis to identify patterns, correlations, and insights that inform HR strategy and decision-making.
- In collaboration with IT, develop and maintain automated workflows within the ERP system to streamline HR processes such as onboarding, leave management, and employee lifecycle events.
- Collaborate with the IT department to integrate HR systems and ensure seamless data flow between platforms.
- Monitor system performance and optimize automation scripts for maximum efficiency.
- Ensure data quality and integrity through automated validation rules, exception reporting, and regular data audits.
- Develop automated compliance reporting to ensure adherence to labor laws, regulations, and internal policies.
- Ensure data integrity, privacy, and compliance with all relevant policies and regulations.
- Lead HR analytics projects from requirements gathering through implementation and change management.



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- Act as a strategic advisor to HR and business leaders, translating workforce data into actionable insights that inform talent strategy, organizational design, and employee experience.
- Measure and report on the impact of analytics initiatives, continuously seeking opportunities to improve processes and outcomes.
- Partner with HR Business Partners to understand analytics needs and deliver customized insights that support business unit objectives.
- Collaborate with the HR Digital & Employee Experience Specialist and HR Employee Services team to ensure analytics and automation enhance the overall employee journey and improve service delivery.
- Present data insights and recommendations to senior leadership, translating complex analytics into actionable business strategies.
- Mentor and coach HR team members in analytics best practices, fostering a culture of data-driven decision-making.
- Train and support HR team members in using analytics tools and interpreting data insights.
- Drive adoption of analytics tools and insights through effective communication, training, and change management.
- Serve as subject matter expert for HR analytics, lead through influence and drive data analytics adoption across HR and business teams.
- Mentor HR members on data literacy and analytical thinking.
- Build analytics capability within the team and act as a trusted advisor, not just a technical expert.
- Lead cross-functional projects involving multiple stakeholders and systems.
- Stay current with industry trends in HR analytics, automation technologies, and artificial intelligence applications in HR.
- Perform other department duties related to the position as directed by the Head of department.

b) Personal Development

- Take responsibility for own ongoing personal development and growth of expertise.
- Keep abreast with any market trends and developments.

2. About You – Minimum Standard Qualifications;

Bachelor's Degree in Mathematics, Statistics or Equivalent.

Essential

- Minimum 3 years of experience in HR analytics, business intelligence, or data analysis.
- Proven experience developing dashboards and reports using BI tools (Tableau, or Power BI).
- Demonstrated experience in process automation using RPA tools, workflow automation, or scripting languages.
- Strong ability to learn and understand HR processes, metrics, and KPIs across the employee lifecycle.
- Experience with SQL and data manipulation for complex queries and data extraction.
- Track record of delivering automation solutions that resulted in measurable efficiency gains.

Preferred

- Master's degree in Data Science, Business Analytics, Information Systems, or related field
- Professional certification in analytics (e.g., Tableau BI Certified: Table Data Analyst or



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Microsoft Certified: Data Analyst Associate).

- Experience with machine learning and predictive modelling techniques.
- Experience with ERP systems (e.g., Microsoft Dynamics 365).

3. About You – Other Desired Competencies & Skills;

Job Specific Skills:

Essential

- Advanced proficiency in business intelligence tools (Tableau, Power BI).
- Strong programming skills in Python, R, or similar languages for data analysis and automation.
- Expertise in SQL for complex data queries and database management.
- Understanding of statistical analysis and predictive modelling techniques.
- Knowledge of process automation tools (Power Automate, or similar).
- Strong analytical and problem-solving abilities with attention to detail.
- Excellent communication skills to translate technical concepts for non-technical audiences.
- Project management skills with ability to manage multiple initiatives simultaneously.
- Understanding of data privacy regulations and HR data governance principles.
- Change management skills to drive adoption of new analytics and automation solutions.

Preferred

- Knowledge of API integration and web services.
- Familiarity with agile project methodologies.
- Experience with natural language processing (NLP) for text analytics

4. How to Apply:

- An application letter addressed to the Chief HR & Administration Officer;
- Recent Curriculum Vitae;
- Copies of Notarized Degree/Diploma certificates
- Relevant certificates;
- Copies of academic papers;
- A photocopy of the Passport/National ID;
- Three referees

The deadline for submitting application documents (**Only PDF Format**) is **December 16, 2025**. Please apply via the link: <https://erecruitment.rwandair.com/>.